

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



May 7, 2002

COUNTY FISCAL LETTER (CFL) NO. 01/02-58

TO: COUNTY WELFARE DIRECTORS
COUNTY FISCAL OFFICERS
COUNTY AUDITOR CONTROLLERS
COUNTY PROBATION OFFICERS

SUBJECT: DEADLINES FOR SUBMITTING ADJUSTMENT CLAIMS

This CFL provides deadlines for filing the adjustment claims which allows County Welfare Departments (CWDs) to be reimbursed for the federal and/or State share of cost associated with administrative and services costs.

At the February 2002 meeting of the County Welfare Directors Association (CWDA), Financial Analysis and Data Systems (FAADS), Subcommittee, the California Department of Social Services (CDSS) informed the counties that adjustment claims received beyond the due date would not be processed. The adjustment claim and the DFA 325.5 (Expenditure Certification for the CWD County Expense Claim) are to be received by CDSS by the first working day after the last day of the ninth month from the original claiming quarter. CDSS will accept the DFA 325.5 by fax (916 654-1056) or hard copy. If a DFA 325.5 is faxed, an original hard copy is not required, but must be retained at the CWD accounting office.

The final filing dates for the adjustment claims are listed below. The final filing dates for periods beyond those listed below will be included on the template for the appropriate claim.

<u>Adjustment Claim</u>	<u>Final Filing Date</u>
September 2001	July 1, 2002
December 2001	October 1, 2002
March 2002	January 2, 2003
June 2002	April 1, 2003

Beginning with the September 2001 adjustment quarter, CDSS will not accept adjustment claims for processing when they are received in our office beyond the due dates as listed above.

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CDSS is considering the implementation of a similar process for filing the CEC (original claim). The final filing dates listed below are for your information.

<u>County Expense Claim</u>	<u>Final Filing Date</u>
June 2002	July 31, 2002
September 2002	October 31, 2002
December 2002	January 31, 2003
March 2003	May 1, 2003

Please contact your Fiscal Policy Bureau Analyst at (916) 657-3440 if you have any questions or need further information.

Sincerely,

***Original Document Signed by
MARGE DILLARD on 05/07/02***

MARGE DILLARD, Chief
Fiscal Systems and Accounting Branch

c: CWDA